

SMALL SUBDIVISION WAIVER / LOT SPLIT

CMC 15.02.070

"A subdivision of not more than 2 lots that meets the small subdivision waiver allowance criteria."

CMC 15.02.070

- a. Upon review and approval of a concept plan for a small subdivision, the Planning Commission can waive the requirements for approval of a preliminary and a final plat if it can be shown that:
 1. The small subdivision does not require dedication of land for street or other public purpose;
 2. The small subdivision is not traversed by the mapped lines of a proposed street or a street to be widened, as shown on the Master Street Plan; and
 3. The lots are not part of a small subdivision approved less than three years earlier.
- b. Each of the lots in a small subdivision must meet the frontage, width, and area requirements of the zone district in which it is located or must have been granted a variance from such requirements by the Board of Adjustment.
- c. The Planning Commission may require as part of the approval of the concept plan for a small subdivision any improvements or utility easements that are required of other subdivisions, as set forth in this Title.
- d. Although preliminary and final plat approval is not required for small subdivisions, applicants for small subdivisions shall be required to prepare and submit a final plat for recording in accordance with the requirements of Section 15.04.030 and comply with all public improvement, bonding, recording, and other applicable requirements for final plats as set forth in this Title.
- e. Small subdivision approval shall expire and have no further force or effect if the small subdivision is not recorded within 12 months from the date of approval of the small subdivision. This time period may be extended for up to six months for good cause shown if the subdivider petitions the Planning Commission for an extension prior to the expiration date. Only one extension may be granted for each approved small subdivision.



REQUIREMENTS FOR SMALL SUBDIVISION WAIVER / LOT SPLIT

The applicant is required to submit the following information to the Community Development Department, 655 North 1250 West. Additional information may be requested after the formal application is received.

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|---|--|
| 1. Planning & Zoning Application and Property Owner Affidavit | The forms must be completed, and the Property Owner Affidavit notarized. |
| 2. Filing Fee | The fee must accompany each application, see attached fee schedule. Improvements are streets, water lines, sewer lines, and all utilities. |
| 3. Three (3) copies of plans for preliminary submittal, and include one (1) 8½ x 11 copy Also send a PDF copy. | <p>The submittal of plans for Staff review needs to show the proposed layout and use of the property.</p> <p>Please Include the Following on the Site Plan:</p> <ul style="list-style-type: none"> • North arrow, legal description of the parcel, proposed easements • Street locations, adjacent property owners • Existing structures on proposed lot(s) as well as any structure on surrounding property • Lot layout, lot dimensions, lot size in square feet, total acreage • Proof of secondary water shares for each parcel • Description of the size and location of all utilities. |
| 4. Other items that <u>may</u> be requested by Staff | <p>These are items that <i>may</i> be required by Staff depending on the proposal:</p> <ol style="list-style-type: none"> a. Two (2) copies of a preliminary drainage plan b. Well water locations on the plan/plat c. Soils report and location within the FEMA flood maps d. Utility supplier notifications for easements e. Sidewalk extension agreement |

PROCEDURES FOR SMALL SUBDIVISION WAIVER/LOT SPLIT

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| 1. To give proper notification, all applications must be submitted three (3) weeks prior to each Planning Commission Meeting. See the current Planning Commission meeting Schedule for dates and times |
| 2. Schedule an appointment to meet with City Staff at a Development Meeting to discuss your proposal. Meetings are scheduled for Monday morning starting at 9:30, running every 45 minutes. At the meeting, staff will become familiar with your proposal and discuss location, zoning requirements, items to be included on the plans, and any ordinances that need to be followed. |
| 3. After the application is found to be complete you will be scheduled on the next available Planning Commission. A public hearing will be scheduled, the property will be posted, Staff will prepare a report and you will receive a copy along with information regarding the time and location of the meeting. |
| 4. At the Planning Commission staff will present your request and you will be given an opportunity to present as well. The Planning Commission will either accept or deny the conceptual plan. The Planning Commission may require as part of the acceptance of the concept plan for a small subdivision any improvements or utility easements that are required of other subdivisions, as set forth in the Subdivision Ordinance Title 15. |
| 5. If the small subdivision is approved the City Recorder will submit the information to the Davis County Recorder's Office. If your request is denied, you may file a written notice of appeal [12.21.200(c)] fourteen (14) days from the date of the decision being appealed and stating the grounds for the appeal, this may be done with the city recorder. |



CENTERVILLE CITY

SMALL SUBDIVISION WAIVER/LOT SPLIT APPLICATION

655 North 1250 West • Centerville, Utah 84014

Phone 801-292-8232 Fax 801-292-8251

NAME OF PROJECT _____
PROJECT ADDRESS _____
ZONING _____
PARCEL NUMBER(S) _____
ACREAGE _____
PROPOSED USE OF PROPERTY _____

APPLICANT (OR AGENT) INFORMATION

NAME _____ COMPANY NAME _____
MAILING ADDRESS _____ CITY/ST/ZIP _____
PHONE _____ EMAIL _____
SIGNATURE OF APPLICANT/AGENT _____
DATE _____

PROPERTY OWNER INFORMATION (OWNER 1)

NAME _____ COMPANY NAME _____
MAILING ADDRESS _____ CITY/ST/ZIP _____
PHONE _____ EMAIL _____
SIGNATURE OF OWNER 1 _____
DATE _____

PROPERTY OWNER INFORMATION (OWNER 2)

NAME _____ COMPANY NAME _____
MAILING ADDRESS _____ CITY/ST/ZIP _____
PHONE _____ EMAIL _____
SIGNATURE OF OWNER 2 _____
DATE _____

FEE & DEPOSIT **MUST ACCOMPLY THIS APPLICATION**

| | | | | | |
|--------------------------|--------|-------------------|-------------|------------------------|-------------|
| FEE/ DEPOSIT ATTACHED | Y or N | Amount Fee Paid | \$250/\$400 | Amount Deposit Paid | \$250/\$500 |
| Date Received | | Received Initials | | Check # | |



CENTERVILLE CITY FEE SCHEDULE
Verify no adjustments have been made:
Centerville.municipalcodeonline.com

| BOARD OF ADJUSTMENT | | FEE | DEPOSIT |
|---|--|------------------|--------------------------|
| • APPEAL OF PLANNING & ZONING APPLICATION | | 1/2 ORIGINAL FEE | N/A |
| • VARIANCE | | \$ 250.00 | + LEGAL & ENG |
| • ALL OTHERS | | \$ 250.00 | + LEGAL & ENG |
| CONDITIONAL USE PERMIT | | FEE | DEPOSIT |
| • STANDARD OR TEMPORARY | | \$ 300.00 | N/A |
| • HOME OCCUPATION | | \$ 150.00 | N/A |
| TEMPORARY USE PERMIT | | FEE | DEPOSIT |
| • STANDARD | | \$ 250.00 | N/A |
| GENERAL PLAN AMENDMENT | | FEE | DEPOSIT |
| • LAND USE MAP | | \$ 300.00 | N/A |
| • TEXT CHANGE | | N/A | \$ 250.00 ¹ |
| LOT SPLITS | | FEE | DEPOSIT |
| • WITHOUT OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 250.00 ¹ |
| • WITH OFF-SITE IMPROVEMENTS | | \$ 400.00 | \$ 500.00 ¹ |
| PLAT AMENDMENT | | FEE | DEPOSIT |
| • AMEND SUBDIVISION PLAT | | \$ 300.00 | \$ 500.00 ¹ |
| SITE PLAN - CONCEPTUAL | | FEE | DEPOSIT |
| • WITHOUT OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 250.00 ¹ |
| • WITH OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 500.00 ¹ |
| SITE PLAN – FINAL | | FEE | DEPOSIT |
| • WITHOUT OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 250.00 ¹ |
| • WITH OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 500.00 ¹ |
| SITE PLAN - AMENDED | | FEE | DEPOSIT |
| • WITHOUT OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 250.00 ¹ |
| • WITH OFF-SITE IMPROVEMENTS | | \$ 250.00 | \$ 500.00 ¹ |
| SUBDIVISION DEVELOPMENT | | FEE | DEPOSIT |
| • CONCEPTUAL PLAT | | \$ 400.00 | \$ 500.00 ¹ |
| • HILLSIDE OVERLAY AREA | | \$ 1,200.00 | \$ 1,500.00 ¹ |
| • PRELIMINARY PLAT | | \$ 400.00 | \$ 500.00 ¹ |
| • FINAL PLAT | | \$ 400.00 | \$ 500.00 ¹ |
| ZONE MAP AMENDMENT (REZONE) | | FEE | DEPOSIT |
| • AMEND ZONING ON PROPERTY | | \$ 400.00 | + LEGAL & ENG |
| AMENDING CITY ORDINANCE | | FEE | DEPOSIT |
| • ZONE TEXT CHANGE | | N/A | \$ 250.00 ¹ |
| LAND USE AUTHORITY | | FEE | DEPOSIT |
| • Exchange of Title | | \$ 125.00 | \$ 250.00 ¹ |
| ACCESSORY DWELLING UNITS | | FEE | DEPOSIT |
| • Internal Accessory Dwelling Unit | | \$ 150.00 | \$ N/A |

¹ Plus any legal, engineering and/or staff costs associated with the project

Deposits will be applied towards the cost of required engineering and/or legal services invoiced directly to the City. Developers will be refunded or billed any difference without markup. Final approval of those matters requiring a professional services deposit or payment of professional services will be conditioned upon the applicant making full payment for professional services costs incurred by the City to that date





Centerville City Planning & Zoning Application Process Timeline

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------------|----------------------|-----------------------------|----------------------|--|
| Week 1 | | | Submit Application | Staff Review | Staff Review |
| Week 2 | DRC Meeting | | | | Notice of Public Hearing |
| Week 3 | DRC Follow UP | Prepare Staff Report | Prepare Staff Report | Prepare Staff Report | Prepare Packet Post Agenda Notify Applicants |
| Week 4 | | | Planning Commission Meeting | | |



AFFIDAVIT

PROPERTY OWNER

STATE OF _____ }
COUNTY OF _____ } ss

I (We), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying, and the Centerville City Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20__.

(Notary Public)

Residing _____

My Commission Expires _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this ____ day of _____, 20__, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary Public)

Residing in _____

My Commission Expires _____

